

New Jersey Department of Education

Collaborative Assessment and Planning for Achievement (CAPA) Team Application Form

The Office of Title I Program Planning and Accountability and the Division of Abbott Implementation are seeking highly qualified educators to serve as CAPA team members. Individuals interested in team membership must complete the CAPA Team Application Form below. All applications will be reviewed by the CAPA Unit and the individuals selected will be notified of the dates and locations of upcoming training sessions.

CAPA Background

The Collaborative Assessment and Planning for Achievement (CAPA) initiative is designed to assist schools in identifying programs, strategies, and systems that are effective in advancing student achievement. The CAPA process targets both Abbott low-performing schools (LPS) and Title I schools in corrective action. The purpose of CAPA is to empower schools and districts to go beyond current efforts to improve student achievement. Through the CAPA process, review teams work in concert with school districts, using a thoughtful, systematic, evidence-based process to reach agreement about the changes needed in order to make a positive difference in teaching and learning. The process is collaborative, demonstrating a commitment to shared responsibility for student learning among state and local educators, and a commitment to continuous school improvement for the benefit of all children. CAPA is an ongoing, developmental process that improves over time as the participants benefit from lessons learned along the way.

Who Should Apply

Principals, administrators and higher education representatives who have grounding in school improvement, New Jersey Department of Education personnel, and certified classroom teachers with expertise in mathematics, language arts literacy, English language learners, or special education. All applicants should demonstrate the following characteristics:

- Exemplary instructional practices
- Outstanding accomplishments and problem-solving skills
- Grounding in school improvement research
- Ability to work in a group setting to reach consensus
- Effective writing abilities
- Proficient use of technology, such as word processing

Team Member Responsibilities

Team members conduct interviews, perform classroom visitations, and gather and analyze data. This field research identifies barriers to student learning and creates a report with recommendations to help the school in closing the achievement gap.

Educators interested in joining this innovative initiative to improve student achievement are required to attend a CAPA training session and participate in a site review (Monday to Friday). Team members are required to work as a team to complete the CAPA report, based upon the guidelines established by the New Jersey Department of Education.

BACKGROUND INFORMATION

Name:		Title/Position:	
Office address:		Division:	
Teaching / Administration Certificates held:		Years of Experience in NJ:	
Years in School District/Years Experience in Designated Field:		Total Years of Experience in Education:	
Phone: Alternative Phone:		Permission to Participate: If you are selected as a CAPA team member, will you require permission from your institution to participate? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please have the Approval from Supervisor section of this application completed.	
Fax:		CAPA Team Position: <ul style="list-style-type: none"> <input type="checkbox"/> Principal <input type="checkbox"/> Mathematics Specialist <input type="checkbox"/> LAL Specialist <input type="checkbox"/> Higher Education Specialist <input type="checkbox"/> ELL Specialist <input type="checkbox"/> Special Education Specialist <input type="checkbox"/> NJDOE Representative <input type="checkbox"/> Parent Representative <input type="checkbox"/> Other (Please Specify) _____ 	
E-mail:		Will You Be Requesting a Stipend for Services? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employment Status:			
<input type="checkbox"/> Actively Employed <input type="checkbox"/> Retired			

**APPROVAL from
Supervisor**

The person listed above has permission to apply as a CAPA team member. This approval acknowledges a commitment to attend a professional development session and participate as a member on a CAPA review team.

Name:		Signature:	
Division:		Position:	

REFERENCES

Note: Please list two professional references who can attest to your experience and qualifications to serve as a CAPA team member.

Name:		Title/Position:	
Address:		Company/ School:	
Phone (w):		Fax:	
E-mail:		Web Site:	

Name:		Title:	
Address:		Company/ School:	
Phone (w):		Fax:	
E-mail:		Web Site:	

Please attach the following with this application:

- A resume
- A brief biographical summary describing your experiences with school improvement, contributions towards student achievement gains, and/or improvement in teaching and learning

Honorarium

Daily stipends are available for those team members who are not collecting a salary during the time period when they are serving on a CAPA team.

In order to receive a stipend, all stipend forms must be completed, received, and approved by the NJDOE at ***least three weeks prior*** to participating on a team. Stipend applications may be obtained by calling the CAPA Unit at 973-266-1877 or 973-266-1872.

Please note: If you are collecting a pension from the New Jersey Teacher Pensions, you must possess certification as a principal, chief school administrator, or supervisor. Serving on a team without one of these certifications WILL jeopardize your pension. If you have further questions regarding how serving on a CAPA team may impact your pension, please contact the New Jersey Division of Pensions and Benefits at (609) 292-7524.

Please

1) e-mail the application to susan.akers@doe.state.nj.us

or

2) mail a printed copy to:

Pat Mitchell – CAPA Unit
New Jersey Department of Education
Suite 202 – 2nd Floor
7 Glenwood Avenue
East Orange, NJ 07017

or

3) fax to (973) 266-0954, Attention: Pat Mitchell, CAPA Unit

For additional information, please contact:

Thomas Gambino
(973) 266-1882
thomas.gambino@doe.state.nj.us

Susan Akers
(973) 266-1872
susan.akers@doe.state.nj.us

Additional information and copies of this application may be obtained from the CAPA Web page at www.nj.gov/njded/capa/apply.htm